

PERCENT-FOR-ART APPLICATION GUIDELINES

DNRC/DEQ Co-Location Building, Kalispell, Montana

- You must be eighteen and a resident of Montana to apply for this project.
- An application can only be submitted online at <https://mt.slideroom.com>.

It is most important that you read the [Project Description & Construction Notes](#) and the [Detailed Guide to the Online Application Process](#) thoroughly before beginning your application. They contain critical information about the specific requirements of the project and how to prepare and submit your online application. In the [Budget Detail](#) you will be asked to provide an expense breakdown for each proposal in your application. These documents are all available at: http://www.art.mt.gov/artists/artists_percent_Kalispell.asp.

Applicants should submit **a minimum of one (1) and a maximum of twenty two (22) images or video clips** representing **no more than ten (10) artworks**. These should illustrate your abilities and show details, alternate views or the art-making process. If your proposal is for a kinetic artwork, submit a video clip showing the movement. Technical information and specifications for how to upload these are given in the Detailed Guide to the Online Process available from http://www.art.mt.gov/artists/artists_percent_Kalispell.asp.

You will be asked to submit your resumé or biography and a cover letter explaining why you would like to participate in the project and how you plan to carry out your proposal.

You will also be asked to respond in five hundred words or less to any of the following narrative questions that may apply:

- a) If you are submitting images of artwork that is already available for sale and which will fit the scale/size of the central panel of the main lobby dimensions, list the title(s) of those image(s). Relate the dimensions of the artwork to the scale of the site. Explain clearly and succinctly why your piece is absolutely appropriate for this site.
- b) If you are submitting images of artwork that is already sold, and/or doesn't fit the scale/size of the project wall, list the title(s) of those image(s) and explain in detail how you will address this issue to create a new piece for this project. Explain clearly and succinctly why your piece is absolutely appropriate for this site.
- c) If you are submitting conceptual illustrations for proposed artwork, list the title(s) of those image(s) and explain in detail how you will design and fabricate the new piece(s). Explain clearly and succinctly why your piece is absolutely appropriate for this site.

Be aware that most of the people who will be reviewing your application are NOT artists. In your responses, speak to a generic audience. Be as clear and concise as possible. Explain how your proposal reflects the mission, vision and/or objectives of the agencies involved in the project. Give dimensions of your proposed artwork, and relate those dimensions to the scale of the installation site. Specify any unique installation requirements. Clearly state whether or not each individual proposal is ready for installation.

At the end of the online application process, you will be asked to pay a \$10 application fee, [remembering that you will not have to pay postage for your application or S.A.S.E. for materials return.]

Timeline:

- **July 17th, 2009:** applicants without access to a computer and/or high speed internet, or requesting any special consideration, must discuss this with Kim Baraby Hurtle, Percent-for-Art Manager, by this date. Phone: (406)444-6639 or (406)444-6430; email: khurtle@mt.gov
- **August 9th, 2009: online application deadline: 11:59 p.m. MDT.**
- **Mid-August 2009:** Percent-for-Art Selection Committee will begin their review of applications and make recommendations to Montana Arts Council board for ratification.
- **Mid-September 2009:** public announcement of successful proposal.

To complete your application, you will need:

- ✓ Assembled artwork samples in the appropriate format for uploading (see Detailed Guide to Online Process): up to twenty two (22) images or video clips of no more than ten (10) artwork proposals.
- ✓ A completed Budget Detail itemizing the purchase price and costs for insurance, shipping, travel, site preparation and installation for each proposal in your application. This is to be emailed to cstiles@mt.gov and not submitted online with the rest of your application.
- ✓ Answers to the narrative questions contained in the Application Guidelines above.
- ✓ Your resumé or biography in pdf format (maximum - 2 pages.)
- ✓ A cover letter in pdf format (maximum - 2 pages.)
- ✓ A credit or debit card for payment of the \$10 non-refundable application fee.